

NATIONAL  
ENDOWMENT  
FOR  
THE ARTS

WASHINGTON  
D.C. 20506

A Federal agency advised by the  
National Council on the Arts



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April 5th. 1984

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[Redacted]  
Chairman, Fine Arts Commission  
Central Intelligence Agency  
Room 6E18 Headquarters  
Washington, D.C. 20505

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[Redacted]  
As the liaison for your agency to the Presidential Design Awards Program, you are invited to attend a meeting of all department and agency liaisons on Friday, April 20th at 9:30 a.m. in Room M14 of the Old Post Office Building (1100 Pennsylvania Avenue, N.W.). Room M14 is on the ground floor in the southeast rear corner of the building. We do not expect the meeting to exceed one hour.

National Endowment for the Arts Chairman Frank Hodson will open the meeting with introductory remarks.

The purpose of this meeting is to brief you on the Awards program, and to explain your role as liaison. One of the most important aspects of your role will be the dissemination of application forms to Federal designers, and the posting of announcements for the Awards.

Application forms and announcement posters will be available at the time of the meeting. There is not an unlimited supply of posters and forms, and we ask that you carefully calculate the amount required to meet the demands of your agency. Please come prepared with an estimate of the number of application forms which will suffice to cover your design staff people as well as an appropriate amount for outside design contractors. Depending on the level of design activity in each Federal office, we estimate that departments may require from 500 to 2,000 application forms, and independent agencies from 25 to a maximum of 500.

On April 20, please 1) bring printed mailing labels so that our staff can mail the applications; or 2) come prepared to take the applications and posters with you; or 3) simply give us the number of each which you will require, and we will have them delivered to you. In addition, please estimate the number of announcement posters which you will require.

Letter to Presidential Design Award Liaisons

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If you will be unable to attend, please call me at 682-5559 with the name of your alternate. Many thanks.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Murphy". The signature is fluid and cursive, with the first name "Robin" and last name "Murphy" clearly distinguishable.

Robin Murphy  
Director  
Federal Design Improvement Project